

CITY OPERATING PROCEDURE 210

HAZARD COMMUNICATION PROGRAM

January 31, 1996

Policy/Procedure Reference

It is the intent of the City of Overland Park to provide its employees with a safe working environment by establishing an effective hazard communication program as stated in the Federal Register (29 CFR 1910.1200) and the Kansas Law Handbook (Chapter 8.1). This policy will be administered in conjunction with Administrative Policy No. 103, City Employee Safety and Loss Prevention Program.

Policy/ Procedure Purpose or Objective

1. To establish formalized procedures within each facility of the respective departments for communicating information concerning the proper receipt, storage, application, and disposal of materials covered by the broad definition of hazardous substances and chemicals.
2. To provide training and to educate personnel of hazardous chemicals and materials within a facility.
3. To provide written documentation explaining chemical hazards.

Policy/Procedure Statement

Responsibilities and Roles

The City Manager's office shall have overall responsibility for program administration. Each department director will be responsible for implementation and training within the various facilities under that department's direction. The Fire Department will provide technical assistance when requested. The Environmental Compliance Officer will serve as liaison between the various departments and prepare reports for the City Manager.

Department Directors' Responsibilities

1. Each department director will assure program participation by requiring full compliance at each city facility or portion thereof under his/her jurisdiction.
2. Each department director will designate a supervisor to implement this program in his/her respective functional areas (functional areas to be determined/defined by the department director). One employee at each city facility will be designated as "Trainer" and will be responsible for the dissemination of program information.

3. Each department director will provide assistance in adapting hazard communication to the needs of facilities under his/her jurisdiction.

Facility Designee (Supervisor) Responsibilities

1. Each facility designee shall design a hazard communication program applicable to his/her respective facilities. The program must include an inventory of all chemicals present in the workplace and a Material Safety Data Sheet (MSDS) for each chemical or substance that is determined to be potentially hazardous to city employees.
2. Each facility designee shall ensure that proper labels are affixed to chemical containers and that storage rooms and cabinets in which chemicals are stored are clearly identified.
3. Each facility designee shall obtain/maintain Material Safety Data Sheets for new chemicals brought into the workplace and provide copies of these to the City Environmental Compliance Officer. MSDSs may be obtained from the distributor or the manufacturer. A master file of MSDSs will be maintained by the Administrator of Safety and Training.
4. Upon receipt of a new MSDS, the facility designee will file this document in an accessible loose-leaf binder. Employees will be notified of the presence of a new chemical in the workplace and instructed to read the MSDS prior to using this product.
5. A list of all chemicals used at the facility will be included as a cover sheet in the MSDS notebook.
6. Semiannually, the facility designee shall review the hazard communication program to ensure that his/her facility has executed the intent of the plan effectively.

Facility Trainer Designee

1. A person at each facility shall be chosen to disseminate pertinent information provided on each MSDS. If the facility designee also serves as the facility trainer, that person should be a supervisor.
2. After the MSDS has been reviewed by the facility trainer, personnel using the chemical shall be trained in its proper application and made aware of the potential hazards associated with using the product.

3. As new and/or revised MSDS information is received, the facility trainer is responsible for conveying any changes in the safe handling of chemicals to personnel who normally use the chemicals.
4. The facility trainer is responsible for educating new employees in the correct usage of hazardous chemicals and appropriate safeguards/treatments should spillage/exposure occur.
5. Upon completion of training, each employee will sign his/her name and date of training on a roster, indicating that he/she has received the MSDS information. The trainer will retain the signed roster in a secure place within the facility and make the roster available to the Environmental Compliance Officer upon request. For each new chemical, the same procedure will be followed.
6. Semiannually, the trainer shall review rosters to verify that all employees have received MSDS information pertinent to his/her functional area.

Supervisor's Responsibility

1. Assure that all personnel assigned to his/her functional area have received the required training regarding MSDS information.
2. Encourage discussion of **MSDSs** between employees in the unit should there be any doubt as to the proper use and handling, personal protective measures, or emergency procedures related to any chemicals in the workplace.
3. Communicate to the facility designee and trainer the need for additional MSDS information and chemical training for his/her employees, should the need arise.
4. Set an example of full compliance with the hazard communication program in the facility.

Employee's Responsibilities

1. Participate in training associated with the hazard communication program and sign a roster provided at the training session.
2. Communicate to his/her supervisor any additional training desired to remain knowledgeable of proper handling of chemicals, personal protective measures, emergency procedures or treatments should an exposure occur.
3. Adhere to the intent of the hazard communication program.

Fire Department's Responsibilities

1. Maintain list of chemicals or a copy of the MSDS for each chemical present in each facility.
2. Notify the City Environmental Compliance Officer when a report of a spill or other environmental emergency is to be prepared and submitted to the Johnson County Environmental Compliance Office.
3. Respond to emergency incidents or other incidents which require response by the Hazardous Material Emergency Response Team (HAZMAT).
4. Serve as a technical resource for the Environmental Compliance Officer and the City department directors.
5. Perform periodic inspections and provide supportive training on request.

Environmental Compliance Officer's Responsibilities

1. Provide guidance in the design of hazard communication programs for each affected facility.
2. Review listings of hazardous chemicals and substances in each city facility.
3. Ensure that incoming MSDS information is routed to all affected facilities and the Administrator of Safety and Training for inclusion in their communication manual.
4. Conduct periodic meetings with all facility designees and facility trainer designees to ascertain whether the program remains current, in compliance, and that the appropriate people have received the required training.

Administrator of Safety and Training's Responsibilities

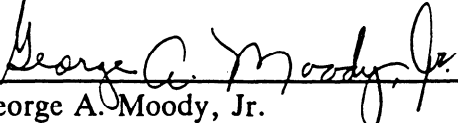
1. Maintain a master file of MSDSs for chemicals present in city facilities.
2. Maintain a master list of hazardous chemicals present in city facilities.
3. Assist the Environmental Compliance Officer in conducting a semiannual meeting with facility designees and facility trainer designees.

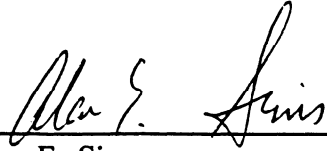
Responsibility for Enforcement

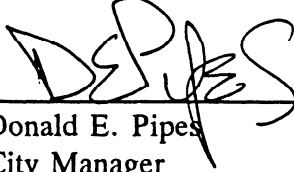
Each department director shall be responsible for the enforcement of this administrative policy.

PREPARED BY:

APPROVED BY:


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Distribution: AP/COP Policy Book Holders

NOTE: It is the Department Director's responsibility to distribute a copy of the policy/procedure to affected part-time and/or seasonal employees.

AP20 changed to COP 210 10/20/93
05/15/93N
01/31/95R

